

**CARRYFORWARD PO** 

# BALANCES

BUD

## **QUICK REFERENCE GUIDE BUD-29**

#### Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Carryforward PO Balances in the North Carolina Financial System (**NCFS**).

#### Introduction and Overview

This QRG covers the steps to Carryforward PO balances at the end of year (Jun 30th) as part of budget and payables year-end process.

### **Carryforward PO Balances**

To Carryforward PO balances in NCFS, please follow the steps below:

- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. On the Home page, click the Budgetary Control tab. Click the Budgetary Control app.





3. Click the Tasks [ ] icon. Under *Period Close*, click Carry Forward Purchase Order Budgetary Control Balances.



4. The *Basic Options* page opens, enter in the required field such as *Ledger*, *PO Charge Account Filter- Blank (default), \*Finally Close Through Budget Date, \*Reopen Budget Date*, and \**Run Mode*.

In this example, choose *Run Mode* as *Preview*.

<ol> <li>This process will be queued up for sub</li> </ol>	omission at position 1	
Name Carry Forward Purchase Or	der Budgetary Control	
Description Carries forward purchase of		
Schedule As soon as possible	Submission Notes	
Basic Options Parameters		
Ledger	~	]
PO Charge Account Filter	0 Filter Conditions Defined	
* Finally Close Through Budget Date	m/d/yy	
* Reopen Budget Date	m/d/yy	
* Run Mode	Preview ~	

Note: If the *Run Mode* field is selected as **Final**, then uncheck the following:

- Keep funds available unchanged in the carry forward from year.
- Include budget for purchase orders in the carry forward to year.

Basic Options Parameters		
Ledger	r 🗸	
PO Charge Account Filter	r 0 Filter Conditions Defined	
* Finally Close Through Budget Date	m/d/yy	
* Reopen Budget Date	m/d/yy	
* Run Mode	Final V	
Keep funds available unchanged in the carry forward from year	r 🗹	
Include budget for purchase orders in the carry forward to year	r 🔽	

5. On the top right-hand side of the page, click the **Submit** button.

Note: In this example, choose *Run Mode* as *Preview, Ledger* as *NC CASH US* and enter *Budget Dates*.

(1) This process will be queued up for submission at position 1			Process Options	Advanced	Submit	<u>C</u> ancel
Name Carry Forward Purchase Order Budgetary Control						
Description Carries forward purchase orders and their budge		Notify me when this pr	ocess ends			
Schedule As soon as possible	Submission Notes				]	
Basic Options Parameters						
Ledger NC CASH US V						
PO Charge Account Filter 0 Filter Conditions Defined 🔄						
* Finally Close Through Budget Date 6/9/23						
* Reopen Budget Date 6/16/23						
* Run Mode Preview ~						

6. The *Confirmation* pop-up appears. Click the **OK** button You are now redirected to **Budgetary Control Dashboard** page.



**Note:** The PO balances are available to view on Execution reports. In step 5, if we selected the **Run Mode** as **Final**, then the PO balances would be available to view on both the Execution Reports and the Inquiry screens.

### Wrap-Up

Carryforward PO balances as a part of the budget and payables year-end process as illustrated in the steps above.

### **Additional Resources**

#### Web-based Training (WBT)

• BU102: Budget Period Management